

TITLE EXAMINERGeneral Statement of Duties and Responsibilities

Under direct supervision, with little opportunity for independent or unreviewed action, examines documents relating to title to or taxes on real property, and makes simple determinations as to fact in accordance with well defined methods, procedures, and instructions.

Examples of Typical Tasks

Examines, searches, and records information affecting the validity of real property titles.

Makes searches for tax liens, easements, private purchases, last owners, unknown owners, cessions, mortgages, assignments, releases, conditional bills of sale, etc.

Searches records relative to closing titles in condemnation and foreclosure proceedings.

Reads maps, locating property and ascertaining tax map description.

Prepares abstracts and certifies to the validity of titles, presenting proof of title, and determining that there is unbroken devolution thereof.

Prepares reports from materials collected in field examinations showing physical condition of property, diagrams, and statements of encumbrances and defects.

Performs related work as required.

Qualification Requirements

1. Not less than two years of full time experience in the searching and/or examining of title to real property with a title company, lawyer, governmental agency or conveyancer; or
2. Completion of two years at a recognized law school; or
3. A satisfactory equivalent combination of education and experience.

Direct Lines of Promotion

From: None

To: Senior Title Examiner

7.1.55

SENIOR TITLE EXAMINER

General Statement of Duties and Responsibilities

Under general supervision, with some latitude for independent or unreviewed action or decision, examines documents relating to title to or taxes on real property, makes moderately difficult determinations as to fact in accordance with well defined policies, methods and procedures. An employee in this title may supervise others.

Examples of Typical Tasks

Reviews title searches and certifies titles in connection with last owners, easements, mortgages, foreclosures, tax liens, deeds in lieu of foreclosure, unsafe buildings, unknown owners and demolitions.

Construes old grants and interprets old descriptions and statutes.

Determines whether the City's interest is nominal or substantial.

Determines whether title is good and marketable for advance payment.

Reports on defects in title, the action necessary to cure such defects, and prepares or secures legal instruments to cure defective titles.

Reports on all matters to be disposed of before the City enters into real property contracts.

Assists in the preparation of legal opinions on real estate laws and proposed legislation.

Prepares diagrams from tax maps and apportionments of real estate taxes.

Aids attorneys in real property cases, testifying in such matters, and prepares letters of advice.

Performs related work as required.

Qualification Requirements

Not less than five years of experience in the work of searching, examining, reading, and closing title to real property either with a title company, lawyer, governmental agency or conveyancer.

Direct Lines of Promotion

From: Title Examiner

To: Principal Title Examiner

PRINCIPAL TITLE EXAMINER

CODE NO. 30820  
SALARY GRADE NO. 16

30820

General Statement of Duties and Responsibilities

Under general direction, with considerable latitude for independent or un-reviewed action or decision, performs difficult and responsible professional work involving title to real property and makes decisions involving difficult problems and unusual transactions in this area. An employee in this title ordinarily supervises a staff of examiners and is responsible for the associated administrative work.

Examples of Typical Tasks

Reviews title searches and certifications, making final decisions on the validity of such titles, whether defects in title can be cured and approves securing legal instruments or data for curing such defects.

Reviews condemnation and closing assemblies and closes title.

Reviews easements of rights-of-way, agreements to relocate facilities, title evidence, legal land descriptions and stipulations.

Examines reports on conditions of premises with regard to leasing or acquisition.

Resolves technical problems referred by subordinate examiners.

May interpret laws and precedents affecting real property.

May advise engineers and other non-legal personnel on legal problems relating to real property titles.

May prepare opinions and confer with other City officials and landowners representatives with regard to compromises and settlements.

Supervises and is responsible for application of statutes to the collection of arrears on tax lien sales and receiverships, tax searches, maintenance of land records and collection of awards in condemnation proceedings.

Supervises the advertising of public auction sales of real property and the investigation of applications for release of the City's interest in certain types of real property.

Confers with and assists trial attorneys in real property cases.

Performs related work as required.

Qualification Requirements

Not less than seven years of experience in the work of searching, examining, reading and closing title to real property either with a title company, lawyer, governmental agency or conveyancer of which not less than two years must have been in a supervisory position.

Direct Lines of Promotion

From: Senior Title Examiner

To: None

7.1.55 ~~Amended~~